

MEMORANDUM

To: Town of Lincoln
Fr: Steve Levesque
Economic Development Advisor
Re: Economic Development Report
Dt: December 31, 2025

Following is an update on our current economic development consulting activities on behalf of the Town of Lincoln thru December 2025.

Our focus this past month has been involved with: 1) the various complex issues associated with facilitating the Biofine project; 2) managing several property leases and options; 3) Selecting workforce housing development partners; 4) managing several environmental clean-up projects, grant applications and contracts; 5) working through the development of industrial wastewater management solutions associated with Biofine; 6) developing and managing an on-going, large-scale vision and implementation strategy for mill site redevelopment; 7) facilitating several grant and loan applications for environmental remediation infrastructure and new building development; and 8) facilitating several business development clients.

Following is an update of the mill site redevelopment effort. Please also see attached summary of our 2025 economic and community development work plan.

Mill Site Redevelopment Overview

Redeveloping former mill properties is a complex and time-consuming endeavor. But when conducted in earnest, effective redevelopment of the former Lincoln Pulp & Tissue (LP&T) mill site, now referred to as the Lincoln Technology Park (LTP) will offer substantial benefits to the community in the following ways:

- Increase tax revenues to the community;
- Reduce tax burden on current residents;
- Increase Town and school budgets;
- Strengthen Penobscot Valley Hospital and other essential businesses; and
- Attract new services and business opportunities to the community.

For example, when the two current active projects at the LTP (Biofine and Form Energy) are realized, they collectively would create hundreds of good paying jobs and generate over \$ 600,000 in annual lease revenue and over \$ 2 million in new annual real estate and personal property taxes for the Town.

Successful revitalization of these mill site properties requires a long-term commitment of personnel resources, patience, and perseverance for success to be fully realized. Like most other former mill properties in the state, the LTP site has a number of issues that all need to be addressed, as part of the redevelopment process such as legacy environmental contamination issues, many aged and dilapidated buildings (not suitable for adaptive reuse), and aging (non-functional) infrastructure,

In light of the above, we have identified three key over-arching strategic goals for the LTP redevelopment effort: 1) identify and seek funding to address the environmental issues by removing them as development barriers; 2) identify and secure funding for needed infrastructure improvements; and 3) attract and secure new business investment to the property. (see attached Vision Statement).

We estimate the ultimate goal related to environmental remediation and infrastructure upgrades is \$50-70 million, over time. And we are making great progress in meeting that goal. To date, we have attracted over \$17 million in federal, state, and regional funds to support these activities and have \$9 million in outstanding pending applications, to support environmental remediation of the site, replace aged and obsolete infrastructure, and support business investment. We further plan to submit another \$12-20 million in applications this coming year. Clearly, being successful in attracting new "revenue generating" business investment to the site, is highly dependent on our success in removing these environmental barriers and making needed infrastructure upgrades.

Following is a summary of how we are addressing each one of our strategic goals and their current status:

1. Environmental Remediation

To date, the Town of Lincoln and its subsidiaries have received over \$13 million in environmental assessment and remediation funding to support redevelopment of the former Lincoln Pulp and Tissue Mill, now referred to as the Lincoln Technology Park. A number of projects have already been completed, including the partial remediation of the Biofine parcel, removal of former Mill buildings 6 & 7 and the preparation of the asbestos containing materials (ACM) management area. Following is an update of current active projects. Campbell Environmental and Sevee & Maher Engineers (SME) are currently under contract to manage for the following Brownfields environmental remediation projects:

Biofine Parcel remediation

Funded by State DECD/DEP (\$738,000) – managed by Campbell Environmental:

- Capping petroleum saturated soils and incorporation of Woodex material has been completed.
- Eastern Maine Environmental (EME) to finish the ACM abatement of the Wastewater Treatment building roof.

Lincoln Parcel 2 Lagoon remediation

Funded by EPA (\$750,000) – managed by Campbell Environmental:

- Researched and sent sludge samples for determining best technique to dewater sludge.
- In process of cost analysis for various options for dewatering and disposal of sludge.
- SME's request for utilizing the sludge as Consolidation Area cover was declined; however, Rich spoke with Chris Redmond and Chris was going to see if he could get this re-evaluated and approved.
- Schedule Allstate and pumping of WWT building sump so final AST contents can be removed as part of the waste inventory & removal.
- ACM in Universal Waste building is still pending.

Lincoln P3 East Powerhouse demo and remediation

Funded by EPA (\$5,000,000) – managed by Campbell Environmental:

- ACM removal from building is on-going. EME is working to coordinate the disposal of a 30 cubic yards (CY), and a 40 CY roll off to the Consolidation Area.

Building #22/Scale shack demo and remediation

Funded by DECD/DEP/EMDC (\$425,000) - managed by Sevee & Maher:

- Cleanup & Demolition of the Eastern Portion of the Paper Mill (Building #22) and the Scale Shack.

Ongoing operation of the Asbestos Consolidation Area

Funded by DECD/DEP (\$1,000,000) – managed by Sevee & Mahar

- Overseeing operation and management of Asbestos consolidation area to accept asbestos containing materials on former mill site. SAG contracted to perform operations accepting and containing ACM.

2. Infrastructure Upgrades and Improvements

Road and Utility Improvements:

- The Town of Lincoln is the recipient of a \$3.5 million dollar grant from Congress to upgrade the aging infrastructure Depot Street into the mill site, to support its redevelopment. HUD is the administering agency.
- The Town has retained Haley Ward to assist with this effort, including design and construction specifications. We hope to start bidding this work out this winter, with construction starting in late spring.
- Another \$4 million for Scale St. infrastructure upgrades and improvements is currently pending in Congress, having been recommended by the Senate Appropriations Committee.

Industrial Wastewater Facility:

- The Town is seeking to construct and operate an industrial wastewater treatment facility to support the Biofine project and other new development activity on the site.
- Last spring, the Maine Legislature passed a bill authorizing the creation of the Lincoln Mill Facilities District, to facilitate the financing, construction, and operation of the facility.
- The Economic development team is working with USDA, our legal team, and others to facilitate the best financing instruments.
- The Town has retained Haley Ward and Woodward & Curran to facilitate facility design and cost estimates.

Rail Improvements:

- The Town is seeking funding from Maine DOT to upgrade the rail sidings at the mill site to accommodate the future development needs of the facility. Accordingly, we have recently submitted a grant request for \$500,000 for essential upgrades to support redevelopment efforts.

3. Securing New Business Investment

As a key cornerstone to the redevelopment effort, the Town's economic development team is working to encourage and realize new business investment on parcels that can be made available. Following are brief descriptions of current activities:

Lincoln Innovation Center:

- The Town, in partnership with the Lincoln Lakes Innovation Corporation (LLIC), is proposing to construct and operate the Lincoln Innovation Center; a combination small business incubator and workforce training facility at the LTP.
- We have a pending \$3.86 million grant application with the federal Economic Development Administration (approved at the regional level, awaiting national approval).
- This 80% grant will be matched by other funding from the Maine Rural Development Authority and the Northern Border Regional Commission, for a total project cost of about \$4.6 million.

Biofine Developments Northeast:

- The Town has been working with Biofine Developments Northeast (BDNE) for several years to effect the construction of a state-of-the-art biorefinery, utilizing wood waste and related materials, for conversion to heating fuels and other residual chemicals.
- When realized, this project will result in over \$140 million in private sector investment to the LTP.
- The Town and BDNE have signed a twenty - year lease for approximately seven acres of land at the LTP, with expansion options.
- The Town has agreed to support this investment with financial assistance for site and area infrastructure upgrades.
- This project, when realized, will result in the creation of several hundred good paying jobs and provide significant new lease and tax revenues to the Town.

In summary, as illustrated above, there has been much accomplished at the former mill site, as a result of the steadfast resolve and focused effort by the Town. These efforts and ongoing support of the Council has attracted significant federal, state and regional funds to the project and also attracted substantial investment interest from the private sector. With a continued sustained effort, Lincoln has some exciting opportunities to keep the momentum and grow its tax base and add new high-wage jobs to the community. As Governor LePage was fond of saying: ***"Business capital goes where its most appreciated"***

- M O N T H L Y R E P O R T -

DATE: December 30, 2025
TO: Dennis Bullen, Interim Town Manager
FROM: Ann Morrison, Town Clerk
RE: December Monthly Report

ACTIVITIES: This month we completed the final step of the November 4th election; we assigned voter participation history (VPH) to each voter that cast a ballot in this election.

We began licensing dogs for 2026 back in October and as of December our numbers were lower than in the past. Recently, we put a notice out to the public on social media as a reminder to come into the office to get their dogs licensed. We also had an insert in the first half tax bills reminding taxpayers that licensing begins October 15th. A late fee of \$25 per dog will begin after January 31st. We have now begun to call each owner with a friendly reminder that our records indicate they have an unlicensed dog that needs to be licensed. Many times, we find that the owner has moved out of Lincoln or that the dog has passed away. This is the only way we can accurately maintain our dog list.

The gingerbread theme for the holiday was a hit and we had fun decorating the office. We hosted a gingerbread coloring contest for the kiddos and displayed the pictures on the front windows. The winner of each age group won a gingerbread house decorating kit. We had many creative submissions and excited kids as they brought in their masterpieces to be displayed.

TRAINING: No official training happened this month.

We have been learning how to use the dog program that was implemented by the state last year to renew dog licenses. The program remains one of the more cumbersome programs that we are mandated to use which makes it time

Monthly Transactions	Dec. FY26
Paid Trash Passes	106
Complementary Trash Passes	320
Refrigerator Disposal	7
Tire Disposal	15
Notary / Dedimus / Copy / Fax	26
Library Fees Reconciliation	4
Police Fines & Fees Reconciliation	6
Concealed Weapons Reconciliation	4
Demo / Shingle Permits	56
ATV / Snow sled Registrations	112
Boats	0
Hunting/Fishing	141
Certified Birth	36
Marriage Intentions	1
Certified Marriage	13
Death Certificate	23
Burial Transit / Disposition	0
Cemetery Lot Sales	0
Grave Openings	0
Real Estate Taxes	298
Lien Payment	23
Personal Property Taxes	9
Motor Vehicles	320
Dogs	342
Total	1862
Motor Vehicle Rapid Renewal	20
Boat Rapid Renewal	3

consuming for us and the customer at the counter. The state has provided very little training which makes it frustrating for all of us.



Winner of our 4 and under category: Abby



Winner of our 5-7 age category: Hazel



Winner of our 8-12 age category: Isabelle

M O N T H L Y R E P O R T

DATE: January 5, 2026

TO: Dennis Bullen, Interim Town Manager

FROM: Ruth E. Birtz, Economic Development Administrator and Assessor

RE: Monthly Report for December

Passport Activity:

Passport activity is listed below.

MONTH	FY20	FY21	FY22	FY23	FY24	FY25	FY26
July	28	1	10	17	16	13	18
August	27	3	10	15	14	7	19
September	7	2	4	5	6	13	21
October	23	5	8	22	8	20	26
November	18	3	9	9	4	7	17
December	26	3	10	20	6	9	26
January	22	5	6	33	32	28	
February	22	2	9	24	13	23	
March	5	8	14	12	27	22	
April	0	7	9	7	23	36	
May	0	7	7	17	19	23	
June	0	9	9	15	13	26	
Totals	178	55	105	196	181	227	127

Assessing:

An advertisement has been posted to hire a deputy assessor. The purpose of this is to hire someone to shadow me to learn Assessing. The goal is to have a trained certified Assessor in 6 months. In the meantime, I will still be performing all assessing functions. My goal for the next few months now that I am no longer doing Code Enforcement is to try to get caught up on several things that have fallen behind. First priority will be billing corrections, second the new assessments that are in process that Mr. Sanderson completed. I will be also working on tax map updates. This needs to be complete before the revaluation starts in April.

TIF Budget Report:

Below is the estimated TIF budget for the FY2026. The numbers below reflect the actual amounts committed. Expenditures in Events and in Recreation are typically high. Summer activities mostly occur in July-August and Loon Fest is also in July. This is anticipated and typical. The actual TIF budget for this year is \$580,832.01. The amount listed reflects donations to offset the Loon Festival, reserves from FY2025 that were moved into budget for items budgeted for FY2025 that the invoices came in FY2026, and grant reimbursements anticipated.

TIF-Rollins	Budget	Expended	Balance	% Budget	%Income received
Events	\$86,243.99	\$59,117.46	\$27,126.53	69%	50%
Economic Development	\$348,079.00	\$291,479.76	\$56,599.24	84%	
Communications	\$118,851.72	\$52,656.33	\$66,195.39	44%	
Director					
Debt Service	\$87,000.00	\$71,784.60	\$15,215.40	82%	
Utilities	\$14,000.00	\$8,754.90	\$5,245.10	63%	
Cemetery, Parks and Recreation	\$86,288.79	\$52,693.24	\$35,956.14	60%	
Totals Rollins	\$740,618.79	\$536,486.29	\$206,337.80	72%	
Reserve-dam	\$24,534.47	\$2,633.60	\$21,900.87	11%	
TIF Bangor Gas	\$64,644.08	\$32,322.04	\$32,322.04	50%	
TIF Lakeview Senior Housing	\$41,812.44	\$20,906.22	\$20,906.22	50%	

Economic Development:

The current grant-loan-remediation efforts at the mill are listed in the following chart.

Grant	Loan	Source	Status	Project Description
205,000		MDF	Received and closed	Environmental Studies
650,000		EPA	Received/closed	Environmental assessments
\$250,000	\$250,000	MDEP	Received/in process	Remediation Biofine parcel
\$366,250	\$366,250	MDEP	Received/ closed	Remediation of building 6&7
\$750,000		EPA	Received/in process	Remediation of Lagoons and waste water treatment plants
\$194,000	\$140,000	EMDC	Received /in process	Remediation building #22
\$50,000		DECED		
\$70,000		EMDC	Received/closed out/completed	Permitting of Asbestos containment site
\$15,000	\$15,000	EMDC	Received/in process	Scale Shack remediation
\$1,550,000 (\$500,000)	\$500,000	MDEP	submitted/and awarded a grant loan in a smaller amount	Construction of asbestos containment site
\$3,500,000		CDS	Received /Application has been processed/contract pending.	Utility and road upgrades Depot street entrance
\$5,000,000		EPA	Received/in process	Lot 3 Remediation
\$500,000		EPA	Approved in process	Community Wide Assessment
\$4,000,000		EPA	Submitted/denied Will resubmit	Lot 3 West Remediation
\$4,000,000		EPA	Submitted/ denied will resubmit	Lot 4 east Remediation
\$4,000,000		EPA	Submitted/ denied will resubmit	Lot 4 West Remediation
\$4,000,000		EPA	Submitted/ denied will resubmit	Lot 5 Remediation
\$400,000		EPA	Approved in process	Remainder of lot 2

				remediation
4,500,000		CDS 2025	SEE NOTES	Utility and road upgrades Scale Road Entrance
4,000,000		CDS 2026	Submitted and preliminary approval received.	Utility and road upgrades Scale Road Entrance
	15,000,000	RDA	In process/approved	Waste water treatment plant
3,700,000		EDA	Submitted this month, received approval of first phase of grant process, now in second phase of approval	Innovation center
638,000		NBRC	Received/in process	Innovation Center
	\$500,000	MTI	This application was denied.	Gap funding innovation Center
	\$450,000	MDA	Submitted and approved	Gap funding innovation center
\$100,000		EPA	Received and work performed and administered by EPA	Planning Brownfield Remediation technical assistance
250,000	200,000	DECD	Application was for 1,000,000. Received half for remediation of another portion of building 22	More cleanup of building 22

Economic Development Table notes;

1. We are currently working on the RFPs for the reconstruction of Depot Street and the water and sewer lines into the Innovation Center and Biofine.
2. We had submitted a second CDS request for 5.4 million for infrastructure improvements on Scale Road. We received preliminary approval for 4 million.
3. The 638,000 NBRC grant that was requested for construction of the Innovation Center has been on hold for 4 years now. The primary reason was \$638,000 would not be near enough to construct the facility. We are in process of applying to EDA for this. NBRC has approved our request to use this grant for furnishing the facility. We have been approved and given the go ahead to move forward with this.
4. Building 22 and the scale shack remediation efforts have begun.
5. The lagoons have been de-watered. The next step in this project is sludge removal.
6. We received a grant/loan for \$450,000 for continuing remediation of building 22. The Town Council did not approve the loan portion in December. This means that we do not get the grant funds of \$250,000. We are hoping to revisit this in January after the Council workshop.

Grants outside the mill site; I received the \$55,000 grant filed on behalf of public works for stormwater. A grant for \$650,000 has been submitted to FEMA for repairs and engineering on the dams. A grant for the rail spur into the mill was submitted to the Department of Transportation for \$500,000. The rail spur grant we applied for was denied, we will apply for this again next year. We are currently preparing to submit 3 grants for \$4,000,000 each for clean up at the mill site.

M O N T H L Y R E P O R T

DATE: January 7, 2026

TO: Dennis Bullen, Interim Town Manager

FROM: Melissa Quintela, Treasurer

RE: December 2025

PROJECTS:

The Calendar End of Year process is finally here. We have several projects for this time of year as always. We will be preparing W-2's and 1099's for our employees and vendors as well as reports that must be submitted to the IRS and the State of Maine. Cindy and I are reviewing reports to ensure everything we send out is as correct as possible.

The Health Trust will be mailing all participating employees information relating to health insurance coverage for use when filing their tax returns. Large Employers with 50 or more full-time plus full-time equivalent (FTE) employees must also file a form with the IRS. The Town of Lincoln only has 60 full-time or equivalent employees at the end of December.

This year with TRIO Web we didn't have to upload new calendar year tax tables that we had to do every year in the past. TRIO Web is automatically updated saving us from having to double check the tables. We encourage our employees to look at their pay stubs and ensure that they are withholding the right amount for their needs.

We are now 1 Year into the Paid Family Medical Leave deductions. The State will be opening up the program in March of this year.

Cindy and I both helped with Breakfast with Santa. We have a great core group of volunteers that help in the kitchen under Cindy's direction. Cindy has helped the last 6 years and I been involved with this event for the past 17 years.

GENERAL ASSISTANCE

The nature of our General Assistance has changed. We are used to having an occasional "one time need" applicant. This has now shifted to at least 3 -4 new cases per month and 1 household that is a continuing application month after month. Referrals from other agencies have been a big cause in this change.

Cindy, Ed and I share in the application process. Having 3 of us being able to process applications gives us a little bit of relief.

TRAINING:

None

MONTHLY REPORT

DATE: January 2, 2026
TO: Dennis Bullen, Interim Town Manager
FROM: Shawn Rogers, Events and Communications Director
RE: Monthly Report for December

Events:

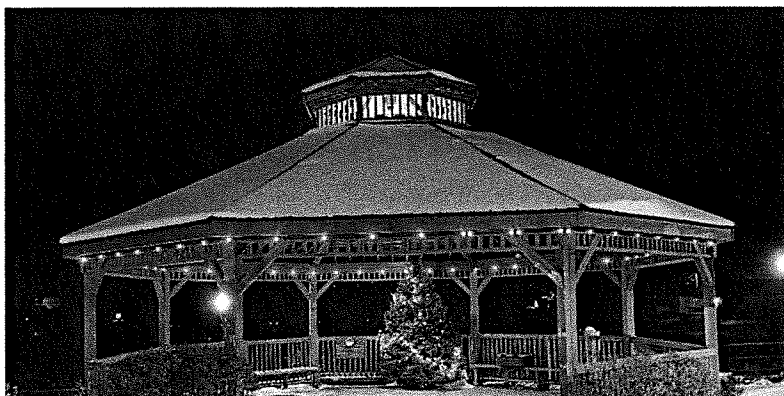
The first weekend in December was a very busy weekend in town! At Ella P Burr, the Town hosted Breakfast with Santa. A HUGE thank you to everyone who helps out at this event! At MA, the senior class had their Festival of Trees, and at the Jr High, there was a Craft Fair to benefit the food pantry they have there. At night, we had the Festival of Lights Parade, followed by our annual tree lighting. A huge thank you to the Lincoln Community Choir for leading the crowd in Christmas Carols! Machias Savings Bank also had their winter celebration as well. It's such a great site to see multiple organizations coming together and hosting events collaboratively!

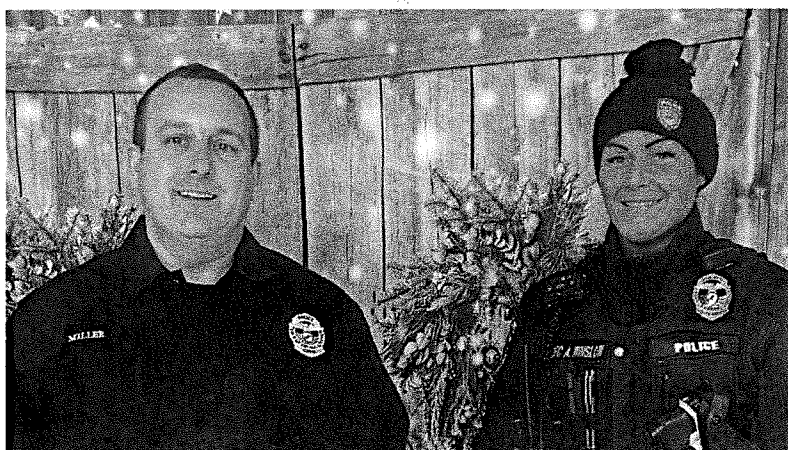
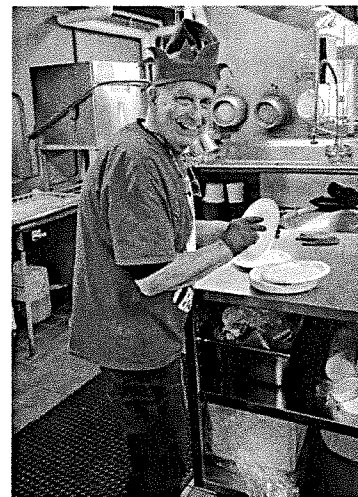
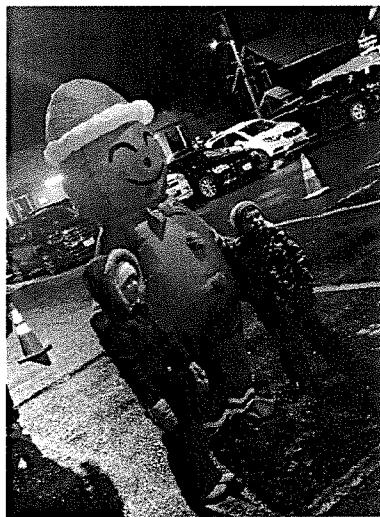
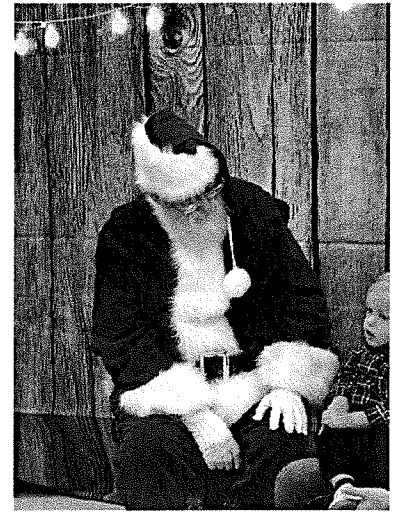
The Gazebo looked a little different this year with "Trent's Tree". Trent's Tree is a program through an organization called Stay; for life which promotes men's mental health and suicide awareness. This was the second year; I was approached by True Connections Behavior Health Services (a nonprofit right here in Lincoln) to host the tree in the Gazebo. Those who have lost someone to suicide are invited to put an ornament on in their loved one's honor.

Loonfest planning has officially started, the theme this year is going to be "Party in the USA! Happy Birthday America! The idea is to make it a week-long birthday party for America as she's turning 250 this year!

Communications:

If you haven't had a chance to check out the new lincolnmaine.org yet, please do. We have a new website as of last year. January will be a month of putting together a communications plan and focusing on how to get information to the residents.







P O L I C E M O N T H L Y R E P O R T

To: Dennis Bullen, Interim Town Manager
From: Lee Miller - Police Chief 
Date: January 1st, 2026
RE: Police Department Report for December 2025

Police Department Updates

Message from Chief Miller

As we close out the year, it is important to reflect on what we have accomplished as a police department. In 2025, we successfully graduated two officers from the police academy, both of whom are beginning field training this week. We also secured more than \$90,000 in grant funding, ensured our officers remained current on all required training, and provided the equipment necessary for them to perform their duties safely and effectively. Overall, it has been a strong and productive year for the Lincoln Police Department.

I am also pleased to report that we did not lose any staff this year, and we continue to focus on retaining our current officers. Retention is critical to the long-term success of the department and requires continued support from both the administration and the Town Council. It takes more than a year to recruit, hire, train, and place a well-qualified officer on the road, and retaining those officers depends on competitive wages, proper equipment, and ongoing professional development.

Equally important is the culture we build within the department. When officers feel supported, properly equipped, fairly compensated, and valued, we are better positioned to grow and sustain a professional, effective police department that serves the Lincoln community well.

Looking ahead to 2026, we have several key goals. These include achieving a fully staffed and fully trained department and beginning the process of becoming an accredited law enforcement agency. We will start that work in the coming year and aim to complete the majority of the accreditation requirements as we move forward.

Policies and Administrative

I want to provide an update on the Critical Incident Review I discussed in last month's report. This review focuses on evaluating significant law enforcement events, such as the February 12th officer-involved

Policies and Administrative Cont.

shooting, with the goal of improving departmental policies, training, tactics, and operations. It does **not** assess justification—that is handled separately—but instead identifies strengths and areas for improvement.

The review committee, which includes law enforcement professionals, mental health experts, and a community representative, thoroughly examined the incident, our policies, and training records. I am pleased to report that many recommendations, including enhanced mental health training, body-worn cameras, and Taser standardization, have already been implemented or are in progress. We hope that when the council tours our facilities in January, we can sit down to review this report and discuss these improvements in detail.

I was asked to serve on Bangor's Post-Shooting Critical Incident Review Committee for the June incident. Our committee met in early December to thoroughly review the events and evaluate policies, training, and operational practices

Grants

Received funding for OUI enforcement details, and DRE training reimbursement money to send Officer Morales to training. The radios have been installed in all the vehicles and each officer has been issued one, working out a few bugs in the system.

We are still waiting for money to be released in regards to the Federal Vest Grant, this is money that is given to departments every year to help support the cost of half of each vests. Vests have a shelf life of five years and each vest is specific to each officer. A vest and carrier runs around \$1000.00. Usually this money is given out in the Summer. As of this date the application has closed but the money has not been released yet. The Lincoln Police Department had not put in for this grant for many years, which is issued to every department you just had to submit for it. When I started here several officers had expired vests which was not safe we have gotten that fixed.

Trainings

We worked to complete all required end-of-year training, including our Bureau of Labor Standards training and other mandatory training required by the Maine Criminal Justice Academy. In addition to mandated training, officers are required to complete twenty hours of elective training every two years, which we continue to stay on track with.

Detective Jacobs and I completed an online training focused on property and evidence room management. As a result of this training, we are implementing a best practice of using heat-sealed evidence bags. Going forward, any evidence brought into the evidence room will be packaged by Detective Jacobs using heat-sealed bags to improve accountability and evidence integrity.

Administrative Assistant Worster attended a Freedom of Access Act (FOAA) webinar, which directly supports her role as she routinely handles public records requests.

Our supervisors also continue to complete monthly online training through the Daigle Law Group. Recent training focused on managing recordings, social media, and First Amendment-related issues. Additionally, we have been conducting policy quiz training every few weeks to reinforce department policies and ensure consistency.

Over the next few months, we have several additional training opportunities scheduled that will help us continue to improve professionally and strengthen the department as a whole.

Staffing

Officer Manna will take his PT test and attend orientation at the academy on January 5th. He has been performing very well and is expected to complete this successfully.



Staffing Cont.

We attended the graduation of Officers Milner and House from the Maine Criminal Justice Academy, where they completed 18 weeks and over 720 hours of classroom instruction. They have now returned and are working in a field training capacity. This training period is expected to take approximately three to four months before they will be on the road independently without a training officer.



We are still recruiting one additional officer, which would bring the department to full staffing for the first time in many years.

We're proud to recognize Officer Ashley Winslow on her 5-year anniversary with the department.

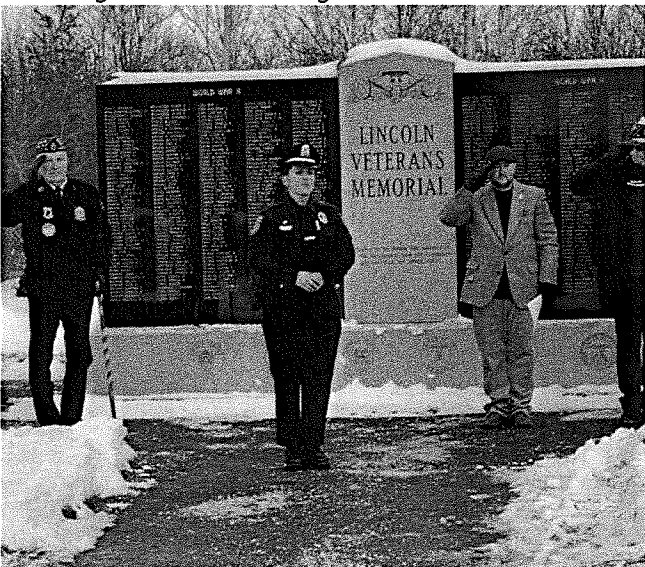
Over the past five years, Officer Winslow has proven herself to be a dedicated professional who shows up every day ready to serve the community with integrity, compassion, and a strong work ethic. She consistently represents the department well, whether she's handling calls, or engaging with the public.

Community Outreach

Breakfast with Santa: Officer Winslow and I attended the Breakfast with Santa event, assisting with breakfast alongside many dedicated town staff. It was a fantastic community event, made possible by the generous time and effort of our volunteers.



Officer Peters participated in the Wreaths Across America wreath-laying ceremony this month, honoring and remembering our nation's veterans.



Community Outreach Cont.

Toys for Tots: Later in the day, Officer McMoarn, Officer Milner, and I participated in the Toys for Tots event at Walmart, helping spread holiday cheer to local children and families.

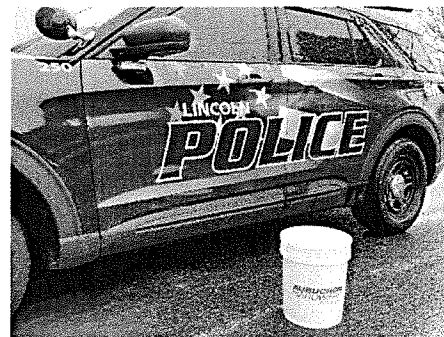
Thanks to the incredible generosity of our community and the support of our first responder partners, we collected 742 toys, over 150 stocking stuffers, and 6 bikes to help make Christmas brighter for local kids.



Christmas Light Parade: Officer Winslow and Sgt. Mason concluded the evening by attending the Christmas Light Parade, celebrating the season with the community.

Food Program: The food program, led by Katie, is progressing well. We now have a stock of food available for distribution in situations where immediate assistance is needed.

Sand for Seniors Program: We have distributed over a dozen buckets of sand to help seniors stay safe during the winter months.



LD Bills, New Laws and Case Law

Red Flag Law

Maine recently enacted a voter-approved red flag law that will allow certain individuals to petition the court directly for an Extreme Risk Protection Order. While this law will soon be available as an additional tool, it does not replace Maine's existing yellow flag process, which law enforcement has been successfully using for several years. From an officer safety and public safety standpoint, the yellow flag process remains the preferred approach because it requires law enforcement involvement from the outset, includes a professional mental health evaluation, and allows officers to assess, de-escalate, and manage risk before firearms are removed.

Red flag orders may be issued without that initial law enforcement and clinical involvement, which can create unpredictable and potentially dangerous situations when officers are tasked with serving those orders. For these reasons, we continue to recommend that community members bring concerns directly to the police department so they can be handled through the yellow flag process, which has proven effective and remains the safest option for officers, the individual involved, and the public.

ICE Law

The recently enacted Maine law addressing cooperation with ICE is not viewed as a positive change for law enforcement, as it adds additional limitations and complexity without improving public safety outcomes. That said, it is not expected to have a significant impact on the day-to-day operations of this department. Our focus remains on public safety, criminal enforcement, and service to the community, and that will not change. We will continue to investigate crimes, make arrests based on criminal violations, and work collaboratively with our federal law enforcement partners when matters involve criminal activity or public safety concerns. The law does not prohibit cooperation with federal agencies on criminal investigations, task forces, or information sharing, and it is not anticipated to negatively affect our working relationships with federal agencies. Overall, the impact on our operations is expected to be minimal

Patrol and Detective Highlights

Had over 12 arrests for the month of December, including arresting a subject for violation of bail conditions when we completed a search of his residence and finding a shotgun. He was arrested and is currently at Penobscot county jail.

Included this month of arrests include OUI, violations of Protection order, and a domestic violence arrest, with several other warrant arrests.

Detective Jacobs is handling around a dozen higher end cases, including a few sexual assaults, high end thefts, weapons offenses, and a few other type cases that are still active and under investigation.

Law Enforcement in Action how we do the Job

IA and how they are completed

This month, I wanted to briefly explain how we handle personnel complaints so council has a clear understanding. We accept all complaints—written or verbal, named or anonymous. Once received, we assess the seriousness and decide whether a supervisor or an outside entity will investigate. I do not investigate most serious internal affairs (IA) cases, as I am the decision-maker. Larger departments often have a "number two" handle investigations, but since we don't have that option, we use an outside company that also handles our background checks. The owner has extensive law enforcement experience, including serving as a northern commander for MDEA and sheriff of Aroostook County.

IA investigations are usually administrative, focusing on whether policy was violated. Some cases can be both administrative and criminal, which requires separate investigations because officers have different rights in criminal matters. After an investigation, we review the facts and determine if a policy violation occurred. If sustained, disciplinary action is assigned, which can range from a verbal or written warning to suspension or dismissal. Complainants are notified of the outcome, and any sustained discipline is recorded in the officer's personnel file.

DATE: December 31, 2025
TO: Town Manager
FROM: Les Brown Fire-EMS Chief
RE: December 2025 Monthly Report

Lift assists with the ambulance are up in our response area.

Vacations, floaters, and employees taking classes, has been our overtime this month. Grants for training are being used.

[illegible]

M O N T H L Y R E P O R T

DATE: December 31, 2025
TO: Dennis Bullen, Town Manager
FROM: Chuck Briggs, Public Works Foreman, Dennis Bullen, Public Works Director
RE: November FY26

ACTIVITIES:

In an almost 180 degrees turn from last month, the winter weather arrived with some degree of ferocity. Six times the crew was deployed with 5 of the deployments being in excess of 24 hours in duration. It wasn't the volume of the snow; it was the speed in which it accumulated. The men handled this professionally, but as expected could be the case, the men were worn thin at the end of the month.

Bitterly cold temps passed thru the area multiple times and by mid-month, it seemed as we were in a deep freeze. This only added a degree of difficulty to our mission. Several stretches during the month saw temps at zero or even a few degrees below. Add the wind and we were falling to the negative 20 mark.

Mixed in with the snow, there was a terrible rain/snow/ice/high wind/power outages event. This storm caused more trouble than a foot or more of snow. Multiple issues come with a storm of this nature. Flooding, heavy snow, and downed trees all needed addressing at some point or points during this event. This became one of the all-night affairs that seemed all too common during the month of December. Again, the men handled this professionally.

The current snow accumulation totals are fairly low for the amount of effort that has been needed to remove it. 18 inches have fallen so far this year. Several weather events have been of the mixed variety. These types are more difficult to deal with. The sand and salt usage is much higher than a good old fashioned snow storm. The crew has used 171 tons of salt thus far. This is quite a bit for this early in the year. 1182 yards of sand have been mechanically applied. That is 40% of the estimated 5,000 yards needed for a season. In another time-consuming endeavor, 1098 yards of snow have been hauled off our streets at months end. That total is about par with Decembers of years gone by.

A nearly catastrophic happening took place in the form of one of our plow trucks sliding off White Point Estates and into the ditch. After a four-hour effort, done in the cold and steady rain, the crew was able to extract the truck. A silver lining to this was there was no damage to the truck or any equipment used on this operation.

**PUBLIC WORKS MONTHLY REPORT
CONTINUED....**

In what we will call an unfortunate event, Truck #2 experienced a fuel pump failure while performing sanding operations. At the time of this failure, the truck was deployed on Phinney Farm Road fully loaded with sand. The mechanic and a crew were dispatched to that location in order to remove the plow and wing assemblies. Additionally, the cargo needed to be removed. This operation took 6 hours to complete and Truck was towed to Allegiance Truck sales in Bangor. Again, a silver lining exists in that this truck is still under warranty.



Our resident mechanic was very busy this month. It is about this time of the year that the trucks are given a quick inspection. This is done in an effort to catch small problems before they become big problems. Each truck comes into the garage, raised on the lift and inspected. Often, problems are identified at this stage. In addition to the previously mentioned tasks, he was able to repair a hydraulic dump cylinder on Truck # 6 and keep this truck out on the job. Oil changes were performed on two police cruisers as well as Truck-11, which is assigned to the Transfer Station. All normal PM was performed and records of same are kept at the facility.

M O N T H L Y R E P O R T

DATE: December 30, 2025
TO: Town Manager
FROM: Ivan Cox, Transfer Station Supervisor
RE: DECEMBER, FY2026

ACTIVITIES:

The month of December has been cold, windy and has had several snow events. The Transfer Station crew has been busy with both normal business and snow removal as well. Hoping for a smoother transition in the coming months.

Recycle totals appear normal for the holiday month. Cardboard once again leads the way with 23 bales, 6 which accumulated in the final days. Also #2 plastic had a bale of color as well as a bale of opaque. The separation of plastics has been a smooth transition with minimal change in our program.

This month SMW with a total of 287.31 tons was slightly over last month's totals of 280.70 tons. We have made 13 trips to Juniper Ridge Landfill as we are still on By-pass from Epec.

The burn pit was used less this month with only 6 occasions to burn. This is mostly due to the turn in the weather with snow not being an optimal burning material. The compost pile is receiving far less leaves and debris. Obviously the Christmas trees are gaining in content, although a resident or two have requested to use as goat feed.

There have been a few shipments sent from the facility this month. AIMS Recycling collected two loads of scrap metal. North coast also transported a load of EWASTE of 9 boxes approx. 3600 pounds. Finally, IRRI refrigerate recovery reclaimed 32 units being refrigerator, air conditioners and humidifiers.

With the arrival of the newer John Deere backhoe, we are able to expedite daily operations with minimal hardship. It is used in most aspects of the job here at the transfer station from metal storage, to clearing burn pit, pushing up compost and brush piles, and completing trailer swap outs as needed. Snow removal it is the most valued asset we have.

All normal PM were performed and records are kept at the Facility

Materials Shipped:

The following table is a running tally of materials that left the facility this month. This table also reflects a running total for the Fiscal Year.

Materials Shipped

Materials	MTD	FYTD	Comments
Cardboard		82 Bales	1000lbs. per bale
Newsprint			1700lbs. per bale
Plastic #2			700lbs. per bale
SOW			780lbs. per bale
Light Iron & Tin	2 Loads	10 Loads	Tons vary per load
Glass			
Ash		8 Tons	12-15 tons per load
Waste Oil		1,400 Gal	Gallons shipped
E-Waste *	3600 LB	12,700 LB	LB. of items shipped
Equipment Tires			Tons of items shipped
Freon Removal	32 Units	235 Units	# Of units
Fluorescent Bulbs Mixed		437 Bulbs	# Veolia for recycling
4ft Bulbs		240 Bulbs	# Veolia for recycling
8ft Bulbs		25 Bulbs	# Veolia for recycling

Month	Tons	Tipping	Cost	Month	Tons	Tipping	Cost
July	404.22	\$95.00	\$ 38,400.90	July	330.08	\$95.00	\$31,357.60
Aug	349.32	\$95.00	\$ 33,185.40	Aug	285.02	\$95.00	\$27,076.90
Sept	332.71	\$95.00	\$ 31,607.45	Sept	355.22	\$95.00	\$33,745.90
Oct	334.24	\$95.00	\$ 31,752.80	Oct	341.86	\$95.00	\$32,476.70
Nov	295.71	\$95.00	\$ 28,092.45	Nov	280.70	\$95.00	\$26,666.50
Dec	296.45	\$95.00	\$ 28,162.75	Dec	287.31	\$95.00	\$27,294.45
Jan	281.18	\$95.00	\$ 26,712.10	Jan		\$95.00	
Feb	238.20	\$95.00	\$ 22,629.00	Feb		\$95.00	
Mar	296.07	\$95.00	\$ 28,126.65	Mar		\$95.00	
Apr	288.41	\$95.00	\$ 27,398.95	Apr		\$95.00	
May	388.5	\$95.00	\$ 36,907.50	May		\$95.00	
June	342.88	\$95.00	\$ 32,573.60	June		\$95.00	
Total	3,847.89	\$95.00	\$ 365,549.55	1880.19		\$95.00	\$178,617.91

**Juniper Ridge Landfill SMW Delivery Totals
Trash Tonnages**

Fiscal Year 2025

Fiscal Year 2026

M O N T H L Y R E P O R T

DATE: January 5, 2026
TO: Dennis Bullen, Interim Town Manager
FROM: Brendan Crocker, Cemetery, Parks and Recreation Director
RE: December 2025

ACTIVITIES:

The month of December was on the slower side for the Cemetery Parks and Recreation department. Taylor Wotton the new recreation administrative assistant started on Dec 8th. She has spent her first month on the job learning on trio, taking payments through government window and registration forms both in person and through jotform. We have also gone through a brief overview of the cemetery computer and maps along with the paperwork that goes along with it, we will get more in depth on that once spring gets here. She has picked up aspects of the job really quickly and once the new year rolls around, she will be starting her training on being a passport agent and will be working together to start planning the Lincoln Basketball Tournament that is held annually during the first or second week of March.

EMBL continues to forge ahead as we near the last couple weekends of regular season. We have been lucky so far this winter and we have only had to reschedule a total of three games between all three teams. These rescheduled games have been due to either lack of numbers either on our side or the opposition due to family travel around the holidays or illness, none have been due to weather. The 7/8th grade boys team look like they will be making the playoffs with a record of 5-2. The 7/8th grade girls look on the edge of playoff contention with a record of 2-5 but they will have to finish the season strong to have a stronger case and if the 5/6th grade girls win out they may have a shot at the playoffs as well as they currently sit with a record of 3-5. These records are current as of 1/2/26. Each team has two weeks left in the regular season and the 7/8th grade girls and boys each have three games remaining. These teams will also be entering in a couple of postseason tournaments as well to finish off the basketball season.

Travel team tryouts for the 5/6th grade girls was held on December 27th. We had ten girls show up and the team will have a total of 12 on the team as two were unable to make it but made us aware ahead of time. Due to the number of kids signed up there was no need to have to cut

anyone which is good and allows all the girls the chance to play. The travel team is an extension of the in-house basketball program which will be starting up on Jan 10th. We will not be having a boys 5/6th grade travel team due to the lack of numbers which I believe is due to the Penquis League teams that are being run by the Boys Varsity Basketball coach. Taylor and I have also started the initial planning of the basketball tournament held in March. The tournament letter and registration form has been emailed out to all area rec and travel basketball teams. I have decided to keep the tournament fee at \$150 per team for this year but after seeing the cost of some of the other tournaments out there that fee will be something under consideration for change going into next season.

Other things going on this month include the rec cheering team has started to cheer at the EMBL games and will do so to finish out the regular season, they will also cheer at tournament in March and any other in-house or travel games that we have for the remainder of the season. The wrestling meets will start on Jan 4th and go through mid-April. Their tournaments stretch as far as Sanford, Rumford, Bath, Camden, Topsham with the chance to compete at the New England's in Fitchburg, Mass and the Tournament of Champions at the Tsongas Center on the Campus of UMass-Lowell in Lowell, Mass.

Inventory has also continued and will be a continuing process probably until late spring, the rec shed on the rec lot was also cleaned out. I will be working on getting the work order done for the light project on the rec lot as the new year begins.

BUDGET:

The FY26 budget is still in good shape as we move into the slow part of the budget season. Right now, we have three lines that are overspent and that is the advertising/recruitment, safety line & equipment maintenance, everything else is in good standing at this time.

M O N T H L Y R E P O R T

DATE: DECEMBER 22 ,2025

TO: Dennis Bullen Interim Town Manager

FROM: Lauren A. Hakala- Library Director

RE: Monthly Report for December 2025.

Library Activities:

The Children's Area: The Town of Lincoln's Office coloring contest pages were all hung up on display in the town office window, the lucky winners received a gingerbread house kit. Region 3 Early Childhood Students were here bringing The Mitten by Jan Brett and activities that reflected the winter season, and many attended. The children's area is ½ painted currently and we can now share the vision of calm and coordinated shelving colors.

Our Programs and Library Activities: Patrons came and voted on our Library-Made Gingerbread Houses that are now on display in our Curio Cabinet. Patrons were encouraged to Vote for "Best House" in our Staff Friendly Competition. We challenged ourselves to use the same sweet and edible supplies to create unique houses; together as we "built fun memories" as a staff. The lucky staff member received Lunch on us. Our next book sale is January 8th,9th and 10th. Post Holidays we have a lot of new donations to showcase in our sale.

Ways People have contributed this season: Our Toys for Tots box was full. The Food Drive box that benefits the Lincoln Regional Food Cupboard done by the Lincoln Lakes Region Chamber of Commerce and the Lincoln Regional Food Cupboard, and turned out to be helpful in many ways. First as a drive, and then as a way Patrons in need can help themselves throughout this winter season. With local support from Kate Wing and other generous individuals, we decided to keep certain food, basic supplies and continue to have water on hand this winter. Thanks to Dennis for keeping the cases of water coming.

Programs and Events:

For Paton Choice Program: The Friends are looking for Garden Committee Members to start planning the Library Gardens. The general public is welcome to join any of these activities. Bonnie Dickinson has brought us her arts and crafts, teaching us the Afghan stitch, next class is January 8th @ 2:30-4.

Book Club: Lorna's Book Club for January is Variation by Rebecca Yarros.

Homestead Forum News: We ran off a "Winterizing Check List and Mother Earth's News Winter Visioning article. Garden Planning is upon us and the next Webinar will be on the 13th of January; 1:4 of The Seed Bundle Series: When planning your gardens we hope this series of webinars will be helpful. A "seed library" is in our future.

Yarn Society News: Patrons steady and quietly attended; each participant is working on their own project. All come for a conversation, show-learn and tell. Check out what each of the patron society members are up to, what they are researching, and finally what's "on their needles".

Technology: We have a new volunteer coming toward us to pick up the Tech Torch, that Ben and Partick began for the past couple of years; helping our local patrons with tech support on their own electronic devices. Mary's first session is scheduled for Saturday January 10th 8:30-11:45 We are open 8-12; Please come sign up for a half hour or more per session, depending on how many patrons sign up.

Friends of the Lincoln Memorial Library:

"Sitting with Santa" was lovely, we counted 20 children and their families, adding up to around 50 people. The Friends and Santa were giving away a choice of a special book or coloring books and crayons. Santa and a helpful elf handed out candy canes to all the children who came to "Sit with Santa". Thanks for all who voted on our "sweet" houses as they helped themselves to a sweet snack themselves. In January, front and center; the Friends are working on an "ongoing book sale" shelf. The Books will be placed and sold by donation, similar to our larger monthly book sale. The book shelf and a very large bulletin board will have a permanent position in our put newly painted foyer. Half the Bulletin board will be for Library news and the other side designated as our community board.

The Advisory Committee: The Patron Use Policy was committee approved and the Internet Policy came up for committee approval in December. Next up in January is Building Use and Exhibit Policy and then Collection Development Policy. A 5th and final Policy for Review TBD will be based on the outcome of the previous 4 and a careful look to see if anything else is necessary. It has been decided when we finish reviewing and reconstructing our top 5 Policies we will pass them along to the Town Manager, seek approval from the Council, then we will have achieved our goal and can post them on the library side of the town website. Next Agenda is Budget Review of FY26, leading us to the development of FY 27.

Personnel: Our staff enjoyed a cookie swap with fellow town employees and created Library Made Gingerbread Houses together for the Holidays. We finished the "Gingerbread Ornament Drive" as a small way to say "Thanks" to all who work and volunteer in our town community. Working together is a cornerstone of our staffing efforts, each of us has our own unique expertise that comes together for the community that surrounds us.

Equipment and Décor:

We hope you have enjoyed our Winter Holiday filled with classic décor and gingerbread. In our curio cabinet we have ginger bread houses and Mary Drane's fun and beautifully constructed houses on display. Roger Ryder's custom-hand made wooden shelves are being made good use of our display cabinet, that sat empty for years.

As our library was lit up with festive lights and decorations; we tipped our hat to Cathy's holiday décor. Each year Cathy spends a great deal of time setting a lovely stage for sitting with Santa. This year was no exception; A 9 ft tree and a working train at the base, and fireside seating. You can view the evidence on our social media that Cathy also maintains regularly; a visible feast for your eyes and an interactive place pay her a compliment.

The estimates on our library doors have come in: 2 out of 3 doors are a safety concern. The doors, and the second part of the wireless antenna are all part of our security system that is top priority in the later part of FY 26 and FY27.

As Tyler, travels with his paintbrush through the Children's Area, we will have the task of shifting books to keep up with him. In future projects the stained sections of our rugs will be removed and replaced with a floor covering that works with our high traffic areas.
Training: When Maine State Library reinstates the credentialing; we too can resume.

Projects Done: Big Thanks for the Public Work Department for our Traffic Mirror. This very visible mirror will be joined with a "caution children" sign to ensure that all can see children and families coming and going in the back of our Library. In regards to Region 3 traffic; It is in Curt Ring's habit to add a Librarian "alert" during morning announcements throughout the year. He reminds people that if it's necessary to travel through the library parking lot that they must proceed with caution for children and their families are accessing the back of the library.

Statistics and Finances: FY 26 Budget: January is the second Quarterly Review. We are getting ready in March to compile our annual statistics for our MSL report due April 1, 2026. We will then report on those yearly statistics. All informs our decision making in FY 27.

Respectfully Submitted, Lauren A Hakala- Library Director.

TOWN COUNCIL

YR: 20 MO: 1 ITEM # 9

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026	Today's Date: December 30, 2025
Department: Town Council	
Department #: 0100	

Request:**Presentation-** Council Recognition

Recognition of outgoing Councilors John Trask, Daniel Summers, and Marscella Ireland.

Action Needed From Council: Recognize former councilors who were not re-elected or did not seek re-election this past November.

Is This Item Budgeted:	
Was This A Bid Process:	Lowest Bid:
Is Public Hearing Required:	
If So What Dates:	

TOWN COUNCIL

YR: 26 MO: 1 ITEM # 10

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: December 17, 2025

Department: Town Manager/Council

Department #: 0100

Request:**Presentation-** Biofine Developments Northeast Update

Action Needed From Council: Allow a presentation

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Town Council

Department #:

Request:**Approve and Sign a Town Council Resolution-** Economic Development Support (Councilor Street)

Approve and sign the attached resolution in support of the Economic Development Team and their efforts.

Action Needed From Council: Approve and sign resolution

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

Lincoln Town Council Resolution

Support of the Economic Development Team and Their Efforts

WHEREAS, the Town of Lincoln acquired ownership of the site and buildings of the Lincoln Paper and Tissue company in the center of the Town of Lincoln – including the mill, the dam, and almost 400 acres of land – for the purpose of financially benefitting the Town of Lincoln and its citizens and taxpayers,

WHEREAS, the site and its buildings could not be utilized for other business/industrial purposes unless/until the buildings and grounds have been adequately abated of hazardous materials and the buildings have been either renovated or torn down,

WHEREAS, the economic development staff of the Town of Lincoln – principally Economic Development Administrator Ruth Birtz, Economic Development Advisor Steve Levesque and Project Manager Vicki Rumsbult- have over the past 3 years worked tirelessly to support that rehabilitation, renovation, and removal including acquiring more than \$17,000,000 in state and federal grants and more than \$1,200,000 in low-interest loans to pay for those projects,

WHEREAS, economic development and expansion of the Town of Lincoln's property tax base with new businesses on the old mill site – now known as the Lincoln Technology Park – should provide a significant income stream for the Town of Lincoln in the form of rents and property taxes,

BE IT HEREBY RESOLVED, by the Lincoln Town Council, that the accomplishments of its economic development staff over the past 3 years have been and will be valued and appreciated and they have the support and encouragement of the Lincoln Town Council to continue supporting the redevelopment of the Lincoln Technology Park including by applying for grants and other funding as long as that funding comes with very little risk to Lincoln's property taxpayers.

Approved and signed this 12th day of January, 2026, by a majority vote of the Town Council, at a meeting duly convened and conducted at Lincoln, Maine.

Cathy Moison

Eric Rojo

Stephen Clay

Gordon Street

Sheldon Hanington

David Ireland

Lee Rand

Attest: _____
Town Clerk Ann M. Morrison

TOWN COUNCIL

YR: 26 MO: 1 ITEM # 12

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Economic Development

Department #: 0103

Request:

To approve the loan in the amount of \$200,000 with the State Department of Economic and Community Development for a term of 20 years at 1.5% interest for remediation of building 22. This loan is part of a grant/ loan from the DECD for continued remediation at the former mill site. The grant amount is \$250,000.00.

Action Needed From Council: To approve the loan/grant

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

September 18, 2025

Richard Bronson, Town Manager
29 Main Street
Lincoln ME 04457

Dear Mr. Bronson:

This letter is to advise you that your loan application to the Maine Brownfields Revolving Loan Fund at the Maine Department of Economic and Community Development has been approved subject to the following terms and conditions:

Loan Amount \$200,000 Interest Rate 1.5 % Amortization Term 20 years.
Grant Amount \$250,000

The subject property is located at 50 Katahdin Avenue, Lincoln Maine. More specifically Map 64, Lot 20, Sub-Lot 20-4A East.

This approval is subject to the following terms and conditions:

1. DECD will take a mortgage on the property. The site is an eligible Brownfield site, as defined in CERCLA 101(39), and the borrower is an eligible applicant, as defined by CERCLA 104(k)(1) and 104(k)(3)(B)(i) for borrowers. The borrower agrees to comply With all State and Federal laws and regulations.
2. The total loan amount is contingent upon DECD's receipt of funding from the federal Department of Environmental Protection. Other terms and conditions:
 - a. Verification of other funding necessary to complete the project.
 - b. Satisfactory Appraisal of the subject property.
 - c. Borrower must comply with CERCLA 104 K.
 - d. Borrower shall comply with and provide lender with documentation of Davis-Bacon and Related Acts.
 - e. Borrower shall meet the requirements of Section 106 of the National Historic Preservation Act and provide such documentation to lender.



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

3. The following documentation is required prior to closing:
 - a. Council or Town Meeting vote to authorize the borrowing.
 - b. Copy of Lender's Title Insurance Policy
 - c. Opinion Letter from borrower's attorney as described in Section 3.07 of Brownfield Loan Agreement.
 - d. Proof of adequate property insurance with the Maine Department of Economic and Community Development (DECD) Named as the loss payee.
 - e. Updated project budget that includes all sources and uses.
4. The commencement date for the loan repayment will be 36 months from the date of loan closing.
5. Execution of all required loan documents
 - a. Promissory Note
 - b. Mortgage
 - c. Loan Agreement
6. You will be responsible for payment of out-of-pocket expenses including DECD's legal counsel, recording fees, and the like.

Please provide the name and contact information of your attorney. Provide a copy of this signed document to your attorney and inform them that they will be contacted directly by our attorney.

Please sign and return one copy of this letter indicating your acceptance of these terms.

Sincerely,

Terry Ann Holden
Development Project Manager

Cc: Ruth Birtz, Town of Lincoln

We _____, hereby agree to and accept the terms of this loan offered in this commitment letter.



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

Print Name / Title

Print Attorney Name

Firm Name

Attorney Phone

Email

Attorney postal/ mailing address

TOWN COUNCIL

YR: 26 MO: 1 ITEM # 13c+b

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026	Today's Date: December 17, 2025
Department: Town Clerk	
Department #: 0101	

Request:**Public Hearing- Renewal State Liquor License Application- Lincoln Tap House (0101)**

Open a public hearing for the purpose of hearing oral and written comments on the proposed renewal state liquor license application for Lincoln Tap House.

Approve Renewal State Liquor License Application- Lincoln Tap House (0101)

Approve the renewal state liquor license application submitted by Lincoln Tap House.

Action Needed From Council: Hold a public hearing an approve state application

Is This Item Budgeted:	
Was This A Bid Process:	Lowest Bid:
Is Public Hearing Required: yes	
If So What Dates:	January 12, 2026



Application Copy

File Number: 118144

Job Type: Renewal Application

LICENSE #

APPLICATION DATE RECEIVED

CARL-25-111145

2025-12-02

LICENSE TYPE

LICENSEE

On-Premises: Beer, Wine & Spirits

Lincoln Tap House, LLC

AGENT NAME

EFFECTIVE DATE

2025-01-22

EXPIRES

STATUS

2026-01-21

Active

PREMISES NAME

Lincoln Tap House

NEW SECONDARY LICENSE(S)

None selected

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

202504748DC

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

Yes

Miguel's Mexican Restaurant CAR-101173

Stompers Beverage AGN-2018-1058

G&M Market AGN-2007-516

3. Is the applicant/licensee an individual, partnership, or association?
(Not a corporation or LLC)

Yes

YES

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

8. Do you have a license from the Office of the State Fire Marshal?
Contact (207) 626-3870 to determine whether licensure is necessary.

No

9. Will any law enforcement officer directly benefit financially from this license, if issued?

No

10 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

12 What is the full name and date of birth of the person managing this premises?

Katherine Thurlow
4/26/1988

13 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

18 At which address are your business records located?

222 West Broadway Lincoln ME 04457

19 What will be your business hours? Please indicate each day's open and close times.

Sun-11am-8pm

Mon-Thur 11am-10pm

Fri/Sat-11am to Midnight

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Church, Kingdom Hall of Jehovah's Witnesses . 1.5 miles

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

\$770,926

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

\$581,577

24 Do you have a food menu?

Yes

(document uploaded)

25 How many seats do you have? Include indoor and outdoor seating.

108

26 How many bathrooms do you have available to the public?

2

27 Do you currently have any advertising or sponsorship agreements with a wholesale licensee or certificate of approval holder (including agreements for signage, naming rights, event sponsorships or branded areas)?

No

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Food Menu	Lincoln Tap House Menu-print.pdf	
Maine Health or Agriculture License	IMG_20251202_125814.jpg	
Premises Floor Plan	Lincoln Liquor License info.pdf	
Supplemental Ownership Form	Lincoln Liquor License info.pdf	

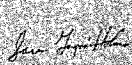
APPLICANT

Lincoln Tap House, LLC

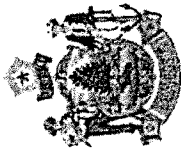
DECLARATION

☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

State of Maine Health Inspection Report				Page 1 of 4	
☐ Failed ☐ Closed ☐ HH		As Authorized by 72 MRSA § 2456		Critical Violations Non-Critical Violations Certified Food Protection Manager	0 3 Y
Establishment Name LINCOLN TAP HOUSE		Address 222 WEST BROADWAY		City LINCOLN	Zip Code 04457
License Expiry Date/EST. ID# /32520		Telephone 207-403-9116		License Type LINCOLN TAP HOUSE, LLC	
Owner Name LINCOLN TAP HOUSE, LLC		Purpose of Inspection New Establishment Report		License Posted No	
Risk Category High					
FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS					
Circle designated compliance status (IN, OUT, N/A) for each numbered item Mark "X" in appropriate box for COS and/or R IN=In compliance OUT=not in compliance N/A=not observed N/A=not applicable COS=corrected on-site during inspection R=repeat violation					
Compliance Status			Compliance Status		
Supervision			Potentially Hazardous Food Time/Temperature		
1	IN	PIC present, demonstrates knowledge, and performs duties	16	IN	Proper cooking time & temperatures
Employee Health			17	IN	Proper reheating procedures for hot holding
2	IN	Management awareness: policy present	18	IN	Proper cooling time & temperatures
3	IN	Proper use of reporting, restriction & exclusion	19	IN	Proper hot holding temperatures
Good Hygienic Practices			20	IN	Proper cold holding temperatures
4	IN	Proper eating, tasting, drinking, or tobacco use	21	IN	Proper date marking & disposition
5	IN	No discharge from eyes, nose, and mouth	22	IN	Time as a public health control: procedures & record
Preventing Contamination by Hands			Consumer Advisory		
6	IN	Hands clean & properly washed	23	IN	Consumer advisory provided for raw or undercooked foods
7	IN	No bare hand contact with RTE foods or approved alternate method properly followed	Highly Susceptible Populations		
8	OUT	Adequate handwashing facilities supplied & accessible	24	IN	Pasteurized foods used; prohibited foods not offered
Approved Source			Food Allergens		
9	IN	Food obtained from approved source	25	IN	Food allergens properly identified, stored & used
10	IN	Food received at proper temperature	26	IN	Toxic substances properly identified, stored & used
11	IN	Food in good condition, safe, & unadulterated	Conformance with Approved Procedures		
12	IN	Required records available: shellstock tags, parasite destruction	27	IN	Compliance with variance, specialized process, & HACCP plan
Protection from Contamination			Risk Factors		
13	IN	Food separated & protected	are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health Interventions are control measures to prevent foodborne illness or injury.		
14	IN	Food-contact surfaces: cleaned and sanitized			
15	IN	Proper disposition of returned, previously served, reconditioned, & unsafe food			
GOOD RETAIL PRACTICES					
Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.					
Mark "X" in box if numbered item is not in compliance Mark "X" in appropriate box for COS and/or R COS=corrected on-site during inspection R=repeat violation					
Proper Use of Utensils					
28	IN	Pasteurized			
29	IN	Water			
30	IN	Variance			
31	IN	Proper temperature			
32	IN	Plant			
33	IN	Approved			
34	IN	Thermometer			
35	IN	Food			
36	IN	Insects			
37	IN	Contaminants			
38	IN	Person			
39	IN	Wiping			
40	IN	Washing			
Person in Charge JENNIFER S		State of Maine DEPARTMENT OF HEALTH AND HUMAN SERVICES EST ID: 32520 EATING PLACE TIER 3 85 Seats (in) 30 Seats (out) LINCOLN TAP HOUSE 222 WEST BROADWAY LINCOLN ME 04457 ATTN CHRIS JONES LINCOLN TAP HOUSE, LLC LINCOLN TAP HOUSE 222 WEST BROADWAY LINCOLN ME 04457 EXPIRES: 01/22/2026 FEE: \$300.00  Commissioner			

HHE-600 Rev 01/07/10



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

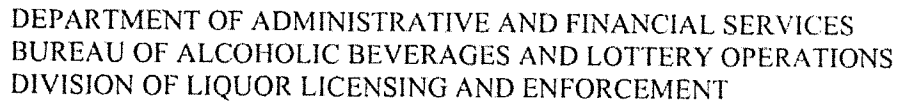
28-A M.R.S. §651

All Questions Must Be Answered Completely.

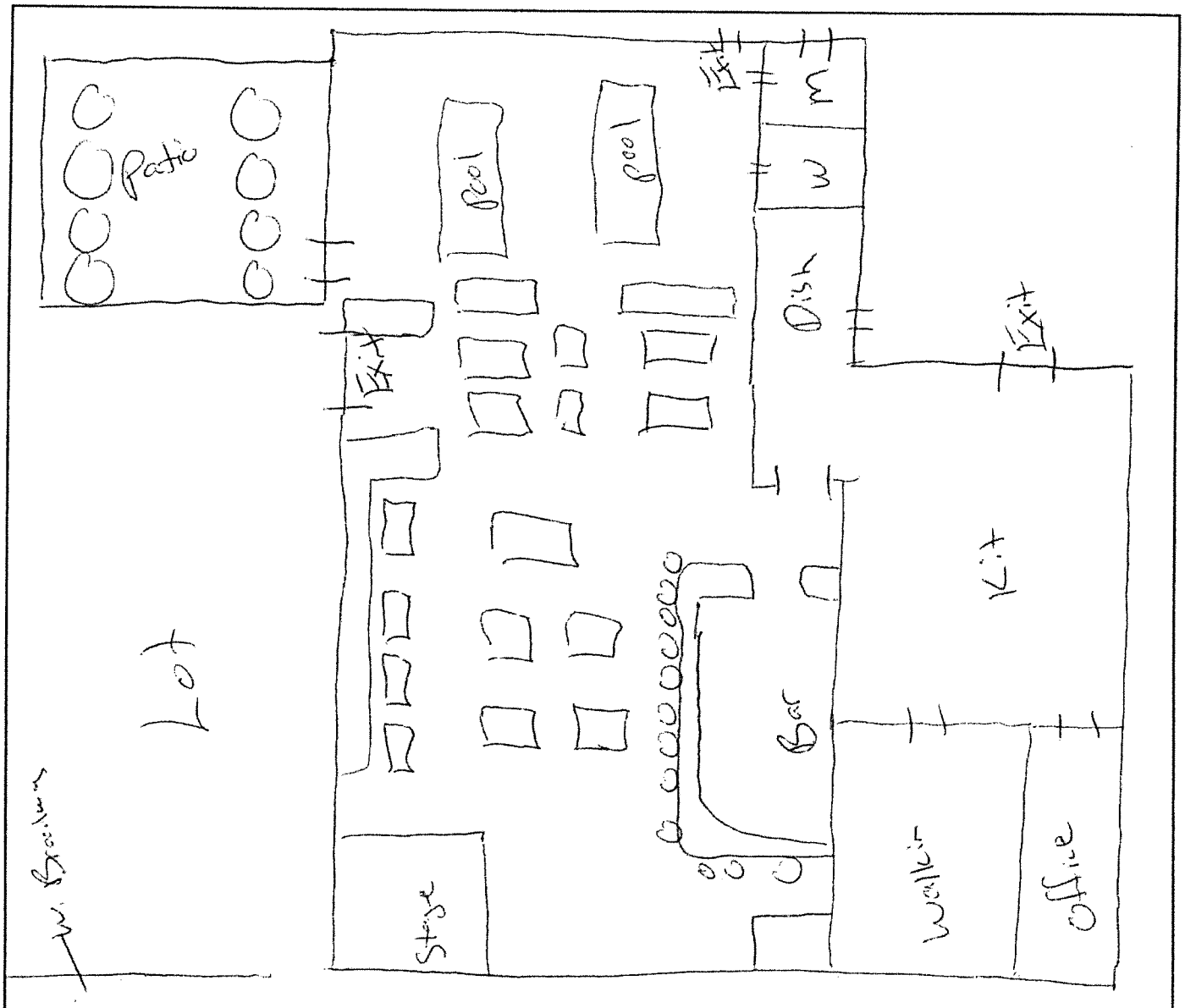
1. Company or sole proprietor legal name:	2. Date of incorporation/registration:	3. State of incorporation:
Lincoln Tap House, LLC	8/16/24	Maine

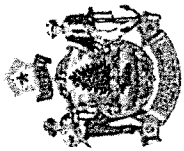
List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
Christopher Jones	11/21/76	266-4838 cdjones34@gmail.com	91 Mulberry RD Deedham, ME 04428	member	50%
Gregory Hawes	3/10/82	852-0575 greg7314@gmail.com	120 maintaining Pond RD Eddington ME	member	50%



Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.





STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

28-A M.R.S. §651

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Lincoln Tap House, LLC	8/16/24	Maine

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Gregory Hawes	3/10/82	852-0575 greg7314@gmail.com	120 maintaining Pond RD Eddington ME	member	50%



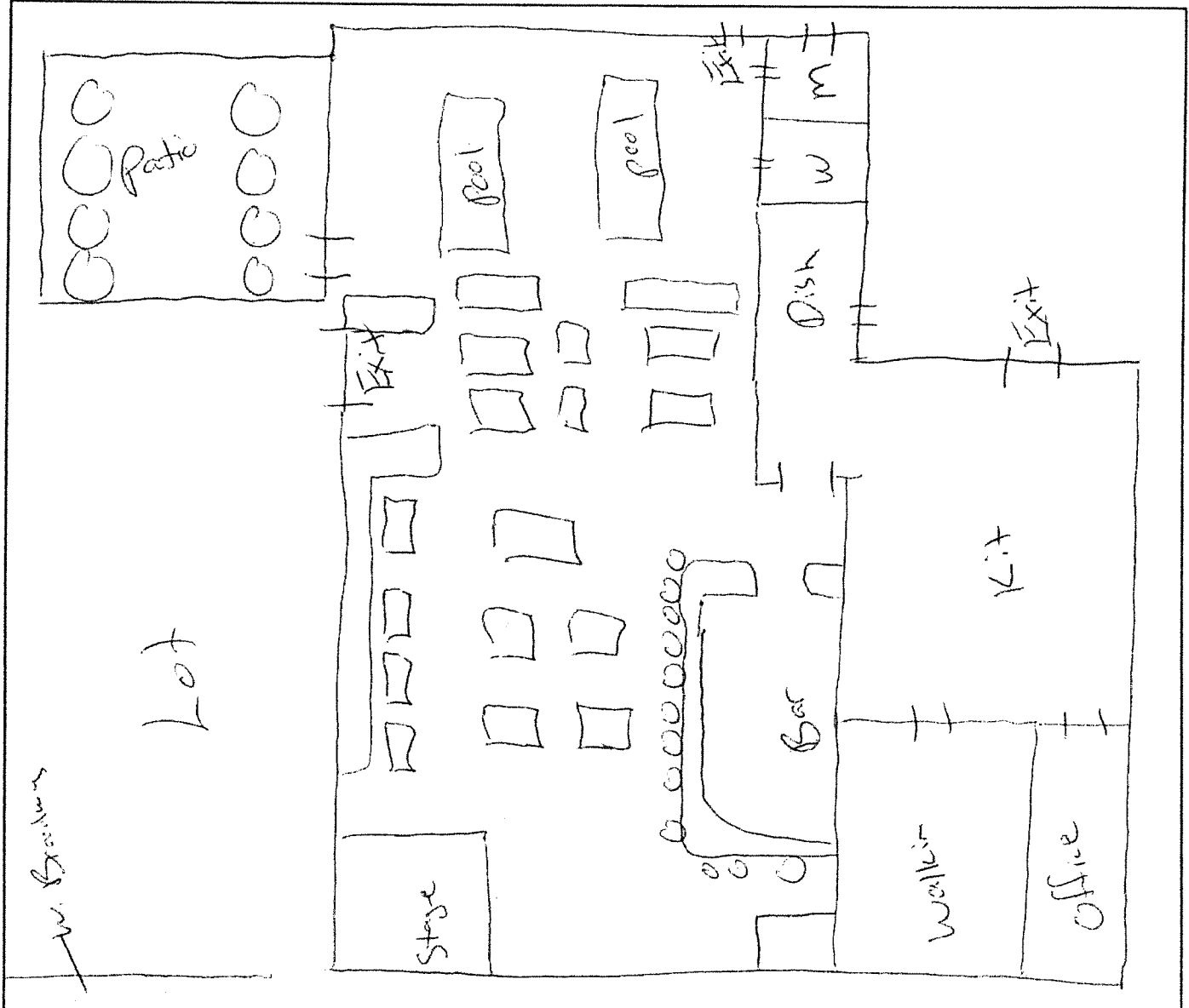
STATE OF MAINE

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.





222 WEST BROADWAY • LINCOLN MAINE 04457

STARTERS

Spinach Artichoke Dip

Spinach artichoke dip baked with mozzarella and parmesan. Served with tortilla chips \$15

Banging Shrimp

Fried golden, served with Banging sauce \$14

Just The Skins

Stuffed with parmesan, bacon & queso, topped with scallions \$13

Southwest Skins

Potato skins with taco chicken, corn, black beans, and tomatoes. Topped with a housemade chipotle sauce and cilantro \$14

Boneless Wings ½ lb. \$9 • 1 lb. \$17

Bone In Wings 6 or 12 -mkt

Make it a Basket for \$3

Nachos

Crispy corn tortilla chips topped with black olives, our signature house queso sauce and salsa fresca \$13

- Add guacamole & sour cream \$2
- Add Taco Beef, Taco Chicken, or Barbacoa Beef \$4

Fried Cheese Curds

Hand-breaded Pineland Farms cheese curds served with our marinara \$12

Fried Pickles

Breaded dill pickle chips fried crispy, served with ranch \$12

Giant Pretzel

Oven baked, served with our pub mustard and house queso \$13

Soup of the Day -MKT

- Add a grilled cheese \$4

SAUCES & RUBS

DRY: Jerk • S.O.B. (South of the border) • Blackening Seasoning

WET: Buffalo • Bourbon BBQ • Asian Zing • Banging • Sweet Gold • WTF

DIRTY FRIES [OR TORTILLA CHIPS!]



Dumpster Fries

Go full dumpster fire with barbacoa or taco chicken, guacamole, jalapeños and all of the fixings \$16

Buffalo Fries

w/hand-breaded chicken tenders, bleu cheese crumbles (or ranch), and buffalo queso \$14

Up North Fries
w/cheese curds and house gravy \$12

Cowboy Fries

Tossed in our S.O.B. dry rub, BBQ beef, shredded cheddar, topped with coleslaw \$15

FLATBREADS

GF available +\$2

Just the Cheese Mozzarella, cheddar, and parmesan, tomato sauce \$12 • with pepperoni +\$2

All the Meat

Pepperoni, sausage, ground beef, bacon, mozzarella, tomato sauce \$15



Where Buffalo Roam

Chicken tenders, buffalo sauce, bleu crumbles, scallions, garlic oil, mozzarella \$15

Nacho Average

Salsa fresca, queso, barbacoa, mozzarella, sour cream drizzle, fresh cilantro \$16

What Moose Eat Peppers, onion, mushroom, tomatoes, mozzarella, tomato sauce \$13

*This food is or may be served raw or undercooked or may contain raw or undercooked foods - consumption of this food may increase the risk of foodborne illness. Please check with your physician if you have any questions about consuming raw or undercooked foods - menu items containing shellfish may contain occasional shell particles.

SALADS

Dressings: Italian, Ranch, Bleu Cheese,
1,000 Island, Balsamic Vinaigrette

Sm. House Salad
Mixed greens,
tomatoes, cucumber,
onion \$6

Taco Salad - Fresh greens, ground
beef, tomatoes, onions, black olives,
fresh jalapeños & cheese in a crispy fried
tortilla, topped w/sour cream. Choice of
dressing \$15 • Add Salsa/Guac +2

HAND HELDS

MAKE IT SQUEAL!
add bacon for \$2

Served w/fries (regular or salt n vinegar) • GF bun available +\$2
Add Cole Slaw or Side Salad +\$2

All Nighter Smash Burger
w/choice of cheese, a sunny
egg, bacon & potato straws \$15

Lincoln Smash Burger
2 patties*, cheddar cheese,
lettuce, tomato, onion, pickles,
smash sauce \$17

Buffalo Smash Burger
2 patties*, cheddar cheese,
buffalo sauce, pickle mayo,
crumbled blue cheese \$15

Ultimate Chicken
Pounded chicken thigh in our
house breading fried golden,
lettuce, tomato, onion,
roasted garlic aioli \$15

Mushroom-Swiss Burger
Juicy smash burger w/sautéed
mushrooms, melted Swiss, and
house made truffle mayo \$15

BBQ Bacon Jam Patty

Melt 2 patties*, swiss cheese,
bourbon blueberry bbq sauce,
bacon onion jam on toasted
sourdough \$17

Meatball Sub

Meatballs, marinara, fresh
mozzarella in a sub roll \$16

Philly Delight Sub

Shaved steak, sautéed onions
& peppers, queso, provolone
(side of mayo if you're not from Philly) \$17

Holy Cheesus

Double stack with 2 grilled
cheeses for buns, cheddar,
American, house queso \$17

Nashville

Crispy chicken drizzled with
sriracha aioli, pepperjack
cheese, lettuce, and crispy fried
pickles on a potato bun \$15

COMFORT FOOD

GF pasta available +\$2

Mac & Cheese

A creamy 3-cheese blend
tossed w/elbows, topped with
garlic herb breadcrumbs \$12

• Buffalo Mac \$15

• Philly Mac \$16

• Jalapeno Popper Mac \$15

Chicken Pot Pie

Our savory pot pie has tender
chicken, and veggies in a
cream sauce and topped with
a golden flaky crust \$15

Shepherd's Pie

Ground beef topped with
sautéed veggies & cheesy
mashed potatoes, baked
golden \$16

Fish N' Chips

Haddock fillet breaded, fried
golden, served with fries,
coleslaw, tarter sauce, and a
lemon wedge \$18

Spaghetti & Meatballs

Spaghetti, marinara,
parmesan & meatballs served
with a toasted baguette \$16

BEVERAGES

ASK ABOUT OUR DESSERT OF THE DAY

Signature COCKTAILS

The Stinkin' Lincoln

Our play on a dirty martini

Titos, pickled quail egg, olive juice

Autumn Sunshine Brown sugar
bourbon, sour mix, grenadine

Espresso Martini - Reg. or Pumpkin

The Scorned Woman

A shot or up as a martini House-infused
5-pepper vodka, passion fruit

Just Peachy - Peach puree, lemon
juice, schnapps, vodka on the rocks

All the Rizz - Blueberry Vodka, Deep
Eddy ruby red, puree fruit blend, fresh
lemon/lime on the rocks

BOTTLES/CANS

Bottles

Bud • Bud Light
Coors Light
Michelob Light
Mich Ultra • Miller Lite

Drafts

Bud • Bud Light
Busch Light
Coors Light
Mich Ultra • Miller Lite
Allagash White
Geaghan's (Rotating)
Sam Adams (Seasonal)
Sebego Haze
Rotating Draft
Downeast Cider (Seasonal)

Cans

Angry Orchard Cider
Athletic Brewing IPA N/A
Brothers THC Drinks
(Assorted Flavors)
Corona • Corona Light
Downeast Cider
Heineken
Heineken 0.0 N/A
Nutri (Seasonal Flavors)
PBR Tall Boy
Sam Adams Boston Lager
Sun Cruisers
Twisted Tea (Original or Light)
White Claw (Assorted Flavors)

House Wine

Merlot • Cabernet
Chardonnay
Pinot Grigio

Soda (\$3.50/free refills)

Pepsi • Diet Pepsi • Orange Crush • Mtn Dew • Starry • Root Beer •
Gingerale • Dr Pepper • Raspberry Iced Tea • Brisk Unsweetened Iced Tea
Juice (Orange or Cranberry) • Choc. Milk • Lemonade (Reg./Strawberry/Peach/Blueberry/Raspberry)



[illegible]

TOWN COUNCIL

MO: 26 MO: 1 ITEM # 14

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 8, 2026

Today's Date: December 16, 2025

Department: Events

Department #:

Request:**Authorize Closures for Loon Festival**

Authorize the following closures for Loon Festival July 15-19, 2026.

Veteran's Memorial Square from July 15 - July 19 to **ALL** vehicular traffic on July 16-19 from 10am-8pm. July 16 and July 17 close Mechanic St from 5pm-10pm. Only part of the road will be closed to make sure businesses can still remain open.

July 18, close part of Main Street and West Broadway, from Mattanawcook Academy to Goding Ave starting at 11:00am until the parade is over (usually around 12:30)

Close part of School St, E Broadway, and Lincoln St on Friday, July 17 and Saturday, July 18 to ensure public safety for concert goers at Cobb Field.

Action Needed From Council:

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 20 MO: 1 ITEM # 15

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2025

Today's Date: December 30, 2025

Department: Events

Department #:

Request: To close part of Prince Thomas Park for the Annual Brady Nickerson Fishing Derby on 2/21

Action Needed From Council:

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

MR: 26 MO: 1 ITEM # 16

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: December 22, 2025

Department: Fire

Department #: 0304

Request:**Approve Contract and Authorize Town Manager (0304)**

Approve a one-year contract (August 1, 2025 to July 31, 2026) for IAFF Local 3038; firefighter union and authorize the Town Manager to sign the new contract.

Action Needed From Council: Approve contract and authorize Town Manager to sign

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: December 30, 2025

Department: Town Manager

Department #: 0100

Request:**Town Manager Appointment (0100)**

Confirm the Town Manager's annual appointments pursuant to Title 30-A, Sections 2526, 2601-A and 4221 as follows:

Alternate Code Enforcement Officer- Bruce Arnold

Alternate Plumbing Inspector- Bruce Arnold

Action Needed From Council: Approve Appointments

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

VR: 2 OMO: 1 ITEM # 18

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: December 30, 2025

Department: Town Council

Department #: 0100

Request:**2025-2026 Council Committee Appointment (0100)**

Confirm the Council Chair's Committee Appointment of Eric Rojo to the Finance Committee.

Action Needed From Council: Approve Council Committee Appointment

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 2020 MO: 1 ITEM # 19

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 5, 2026

Department: Town Council

Department #: 0100

Request:**Appointment-FY2026 Budget Committee Members (0100)**

Note: All budget committee members will need to take the FOAA training per the amended FOAA training law (1 M.R.S. sub section 412) and fill out a completion sheet to be filed with the Town Clerk.

Confirm the following appointments on the FY2027 Budget Committee:

Cathy Moison:	_____	and	_____;
Eric Rojo:	_____	and	_____;
Stephen Clay:	_____	and	_____;
Gordon Street	_____	and	_____;
David Ireland:	_____	and	_____;
Sheldon Hanington:	_____	and	_____;
Lee Rand:	_____	and	_____.

Action Needed From Council: Confirm appointments

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 20 MO: 1 ITEM # 20

AGENDA REQUEST

* Please note Public Notices need a 7-14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Town Council

Department #:

Request:**Zero-Based Budgeting Directive for FY2027 (Councilor Ireland)**

Move that the Town Council direct the Town Manager to develop the FY2027 municipal budget using a zero-based budgeting methodology, under which each department shall be required to justify all requested expenditures from a zero baseline rather than relying on prior-year appropriations, with the objective of identifying inefficiencies, eliminating unnecessary spending, and ensuring that all expenditures are essential, cost-effective, and aligned with current service priorities.

Action Needed From Council: Approve motion

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 20 MO: 1 ITEM # 21

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Town Council

Department #:

Request:**Town Council Rules & Procedures Revision (Councilor Ireland)**

Note: See attached Council Rules and Procedures Document with this addition as section 13

Proposed Motion: Amend Town Council Rules & Procedures – Fiscal Impact and Tax Impact Statements

Move that the Lincoln Town Council amend its Rules and Procedures by adding a new section entitled “Fiscal Impact and Tax Impact Statements,” as presented, to require written fiscal disclosure for agenda items involving expenditures or financial obligations of five thousand dollars (\$5,000) or more, with tiered requirements for items exceeding twenty-five thousand dollars (\$25,000).

This amendment is adopted for the purpose of improving fiscal transparency, ensuring that the tax implications of Council actions are disclosed prior to Council votes, and anchoring Council deliberations to their impact on taxpayers.

Action Needed From Council: Approve motion

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

Town Council Rules and Procedures *

SECTION 1.

THE REGULAR BUSINESS MEETING OF THE TOWN COUNCIL shall be held in the Council Chambers (unless relocated) at 7 p.m., current time, on the second Monday of each calendar month. When said day falls on a Holiday or on /or before Election Day, the REGULAR MEETING shall be held on the following Monday, at the same time and place. The date of any REGULAR MEETING may be changed by an order or resolve passed at the previous meeting upon the vote of five members of the council, provided, however, that said change in date will still provide for one REGULAR MEETING in each month.

Advertisement of such meeting(s) shall be posted in the Town Office Lobby; Town's Website and sent along to at least one (1) news publication five (5) days in advance.

A proper minimum seven (7) day **legal notice** shall be submitted to at least one (1) local media for the following topics: Charter Commission, Comprehensive Plan, Ordinances, Referendum/Bond Questions, Subdivision Regulations, and various Zoning.

All Council meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 10:00 p.m. unless the Council suspends the rules and has a majority vote to finish the agenda and receive public comments. Remaining agenda item(s) not acted upon shall be placed on the next regular scheduled business meeting unless the agenda items require a second meeting to be scheduled through a Council vote. The second meeting to complete the previous agenda may not be scheduled any sooner than **48 hours** after the beginning of the REGULAR MEETING so proper notification can be sent to at least one (1) news media, posted at the Town Office and on the Town's website.

SECTION 1.2

Special Meetings/Council Workshops may be called by the Chairman, and in case of his absence, disability, or refusal; called by four (4) members of the Town Council **through a written notice or an email filed with the Town Clerk.** Notice of such meeting shall be served in person to each Council member, sent to at least one (1) news publication, and /or emailed via delivery receipt **at least five (5) days** before the time for holding said special meeting unless **all members** of the Council have signed a waiver of said notice. The call for said special meeting shall set forth a detailed agenda listing the matters to be acted upon and be posted in the Town Office lobby.

**Inability to conduct public business shall include personnel matters.*

*These Rules have been amended on march 15, 1982, April 11, 1988, March 10, 1989, March 18, 1991, March 19, 1992, November 13, 1995, November 13, 2000, November 10, 2008, November 8, 2010, December 8, 2014, January 13, 2020 and January 13, 2025.

Town Council Rules and Procedures *

SECTION 1.3

An **Emergency Meeting** may be called by the Chairman and in case of his absence, disability, or refusal; both the Vice Chairman and Town Manager for reasons of: **an immediate danger to the well-being of public health and safety, natural disaster /or an *inability to conduct public business.** Notice of such meeting shall be served in person, sent along to at least (1) news media /or left at the residence of each member of the Town Council **at least 24 hours in advance** before the time for holding said meeting. The call for such an emergency meeting shall set forth a detailed agenda of only the emergent matters to be acted upon. **No other business may be acted upon.**

SECTION 2.

The Town Council finds and declares the public proceedings exist to aid in the conduct of the people's business. It is in the intent of the Town Council that their actions be taken openly and that the records of their actions be open to public inspection and their deliberations be conducted openly. It is further the intent of the Town Council that clandestine meetings, conferences or meetings held on private property without proper notice and ample opportunity for attendance by the public not be used to defeat the purposes of this rule. Except as otherwise provided by statute or by section 405 of the Freedom of Access Act, all public proceedings must be open to the public and any person must be permitted to attend a public proceeding.

Record of public proceedings. Unless otherwise provided by law, a record of each public proceeding for which notice is required under section 406 must be made within a reasonable period of time after the proceeding and must be open to public inspection. At a minimum, the written and electronic record must include:

- A. The date, time and place of the public proceeding;
- B. The members of the body holding the public proceeding recorded as either present or absent; and
- C. All motions and votes taken, by individual member, if there was **a roll call.**

SECTION 2.1.

Important communications which fall under the Freedom of Access guidelines which are received by individual Councilors or the Town Manager should be promptly passed on to the Town Clerk for distribution AND THE PUBLIC RECORD.

Any confidential information, whether oral, written, digital, electronic which is made available to Councilors or Town Employee(s) by way of an Executive Session properly called pursuant to 1 M.R.S. §405 shall be considered confidential

**Inability to conduct public business shall include personnel matters.*

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information, and shall not be disclosed to a third party. Further, no Councilor or Town Official shall disclose confidential information concerning Personnel/Employment/Contractual Matters, Economic Development or Legal Matters which are marked *as such* and contained within Council packets.

SECTION 3.

Town Council packets and draft minutes are to be delivered by the Police Department.

SECTION 4.

A. Nominations of the Chairman and Vice Chairman

At its first meeting immediately following a Municipal Election, or as soon thereafter as practicable once the newly elected Councilors have been sworn in. The Town Council shall elect, by a majority vote of the Council members, one of its members for the ensuing year to serve as Chairman and one of its members as Vice Chairman.

B. Committees

At the first regular Council meeting in January there shall be chosen the following committees to serve for the municipal year:

1. Finance Committee

The Finance Committee shall consist of three (3) Council members nominated by the Council Chairman who shall meet bi-monthly or may also make arrangements to review the invoices and payroll individually. The monetary disbursements may be made when a disbursement warrant has been signed by **at least one member** of the Finance Committee /or the Council Chair or Vice Chair.

2. *Budget Committee¹

The Budget Committee shall consist of up to fourteen (14) members. Each Council member may make two nominations during the regular January, February, and March meeting. Council members **shall not** serve as members of the Budget Committee.
See the appendix for the Budget Committee Policy.

3. *Appointment's Committee

The Appointment's Committee shall consist of three (3) Council members nominated by the Council Chairman.

4. Roadway Committee

The Roadway Committee shall consist of three (3) Council members nominated by the Council Chairman.

¹ Budget Committee Policy approved by the Council September 9, 2024.

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**Nominations to the Budget Committee and the Appointment's Committee shall be confirmed by vote of the Town Council.*

SECTION 5. The Chairman of the Council may appoint members of the Council and/or residents of the Town to special temporary/Ad Hoc committees as authorized by the Council.

SECTION 6. Committees shall have no power of executive action unless specifically authorized by the Council and shall report back to the Council for action on its recommendations or proposals.

SECTION 7. The proper operation of democratic government requires that Town Councilors be fair, impartial and responsive to the needs of the people and each other in the performance of their functions and duties; that decisions and policy be made in proper channels of the town's government structure; the public office not be used for personal gain; and that Town Councilors maintain a standard of conduct that will inspire public confidence in the integrity of the town's government.

SECTION 8. **Any parliamentary rules not covered by these rules shall be covered by the applicable section of Roberts Rules.**

SECTION 9. The Chairman shall take the chair at the time appointed for the meeting, call the members to order, cause the minutes of the preceding meeting to be approved and proceed to business.

SECTION 10. The Chairman shall preserve decorum and shall decide all questions of procedure subject to an appeal to the Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.

SECTION 11. The Chairman may call a recess as needed instead of suspending the rules.

SECTION 12. A detailed agenda shall be prepared by the Town Manager and Council Chairman and/or Council Vice-Chairman, and together with supporting information shall be delivered to Council Members no later than the Wednesday prior to the regular meeting. The agenda shall be made available to the news media and posted on the Town's Bulletin Board and webpage. An agenda item shall be placed on the next agenda when submitted in writing to the Town Manager /or expressed during the preceding public proceeding without any Councilor's objection. Open Forum will be on the agenda of every Council meeting whether deemed as

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Special, Regular or Emergency to allow for public comment and/or questions.

The Council will allow members of the public to comment prior to Council action on agenda items. Requests to address the Council on matters *not on the printed agenda* shall be made in writing to the Town Manager and set forth the specifics of the subject to be addressed or discussed. General requests may be made in Open Forum during the regular meeting but will not be acted upon in same meeting. Whenever appropriate, the Town Manager will place such written requests on the agenda as a singular item. Should the deadline have passed for submission on the printed agenda, the Town Manager /or Town Council Chair *may elect* to request an addendum be made. The Council will not entertain public comment about specific individuals. Such matters should be referred to the appropriate administrator.

The Council Chair is responsible for ensuring the orderly conduct of the Council meetings during Open Forum. Individuals wishing to be heard by the Council will be recognized by the Council Chair. After identifying themselves, speakers may make brief comments and may not repeat previous statements made. A speaker will not be recognized for a second time on a particular item unless time remains after all have been heard. Speakers must limit themselves to the item under discussion. All speakers must observe rules of common etiquette. The Council Chair may set a time limit on the length of public comment and/or a time limit for individual speakers. The Council Chair will stop any public comment that is contrary to these rules and any Councilor may call Point of Order during the discussion. Any person who disrupts a Council meeting may be required to leave in order to permit the orderly consideration of the matters for which the meeting was called.

SECTION 13.

Fiscal Impact and Tax Impact Statements

Require written fiscal disclosure for agenda items involving expenditures or financial obligations of five thousand dollars (\$5000) or more, with tiered requirements for items exceeding twenty-five thousand dollars (\$25,000).

This amendment is adopted for the purpose of improving fiscal transparency, ensuring that the tax implications of Council actions are disclosed prior to Council votes, and anchoring Council deliberations to their impact on taxpayers.

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- SECTION 14.** The Chairman shall declare the vote. Each council member's vote shall be entered in the minutes, unless unanimous.
- SECTION 15.** Every ordinance shall require on final passage the affirmative vote of at least four (4) members of the Town Council.
- SECTION 16.** **Every member present when a question is put is expected to give his vote unless the chair for special reasons shall excuse that member. There will be no abstentions unless stated before the agenda item is discussed.**
- SECTION 17.** When a question is under debate, the Chairman shall receive no motion but to adjourn, or for the previous question, or to lay on the table, or to postpone or to refer to a committee or some administrative official, or to amend.
- SECTION 18.** Upon the motion for the previous question being made and seconded, the Chairman shall put the question in the following form: *"Shall the main question be suspended until the motion for the previous question shall be decided."* After the adoption of said motion for the previous question by a majority vote, the sense of the Council shall be forthwith taken upon all pending amendments and then upon the main question.
- SECTION 19.** No debate shall be allowed on a motion for the previous question. Neither is it susceptible to amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the Chair or not.
- SECTION 20.** When a member is about to speak, he shall respectfully address the Chairman and confine himself to the question under debate, and avoid personalities and indecorous language. Councilors desiring to question the administrative staff shall address his/her question to the Town Manager who shall be entitled to either answer the inquiry or designate a member of the staff for that purpose. All members of the Council shall accord the utmost courtesy to each other, town employees and to the public and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statement as to motives and personalities. Members shall be removed from the meeting for failure to comply with decisions of the Council Chair or for continued violations of the rules of the Council. If the Council Chair fails to act, any member may move to require the Council Chair to enforce the rules and an affirmative vote of a majority of the Council shall require the Council Chair to act.

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Town of Lincoln-*Last Reviewed January 2025*
Town Council Rules and Procedures

Town employees and members of the public attending Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to the members of the Council.

SECTION 21. **No member speaking shall be interrupted by another, but by a call to order to correct a mistake.**

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Appendix to the Council Rules

Budget Committee Policy

This policy is to authorize, organize and manage the Lincoln Town Budget Committee.

The Budget Committee will be appointed by vote of the Lincoln Town Council. Each of the seven members of the Town Council may nominate for appointment up to two town of Lincoln adult residents although any Council member may nominate fewer than two possible Budget Committee members. The Budget Committee members will not be then current members of the Lincoln Town Council. The persons to be members of the Budget Committee are to be annually placed on the Committee by a vote of the Town Council no later than their regular February Town Council meeting.

Appointed Budget Committee members must complete and document Maine Freedom of Access Training annually.

Annually the town Treasurer will create a Budget Committee meeting schedule, post it and distribute that to the Committee members and the Town Council.

The purpose of the Budget Committee is, after presentation of the budget requests made by the department heads, to review those requests, both operating and capital, and make any suggestions the Committee members may have regarding those requests.

The Committee may have suggestions upon which they agree by consensus. If no consensus is reached the suggestion will not have any effect and the department request shall stand through the Budget Committee process.

The Committee will not discuss nor recommend amounts requested for salaries or payroll, rates or benefits for town employees.

As the Committee meets the Treasurer will record all proposed changes from the initial department requests.

Once the Budget Committee has completed their review the budget moves to the Town Manager who may or may not make further changes to the requests from the departments as suggested by the Budget Committee.

Then the proposed budget is subjected to public hearings. Again, the Treasurer will record any suggestions made at the public hearing. Then the proposed budget as it then stands goes to the Town Council for review, changes may be made by Council consensus. At the close of this process the Council must vote to adopt the budget they have agreed with.

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Town of Lincoln-*Last Reviewed January 2025*
Town Council Rules and Procedures

The Budget Committee meetings are all open to the public. If Councilors attend these meetings their part is limited to a few questions just as is the part for citizens. There shall be no Budget Committee meetings outside the schedule set by the Treasurer unless reconsideration of that schedule is called for by the Town Council Chairperson.

Upon conclusion of the Budget Committee meetings the Committee members will revert to being members of the public during budget public hearings and Council votes.

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TOWN COUNCIL

YR: 20 MO: 1 ITEM # 22

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Council

Department #:

Request:**Discussion- Discuss Ways for the Council to Not Raise Property Taxes (Councilor Rand)**

Action Needed From Council: Hold a discussion

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 2020 MO: 1 ITEM # 23

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Council

Department #:

Request:**Discussion-** Having the Town Take on Tuttle Way as a Public Way (Councilor Hanington)*Note: This has not gone through the Roadway Committee at this time*

Action Needed From Council: Hold a discussion

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 2020 MO: 1 ITEM #: 24

AGENDA REQUEST

* Please note Public Notices need a 7-14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026	Today's Date: January 7, 2026
Department: Council	
Department #:	

Request:

Discussion- Set an Interview Procedure to Hire a Town Manager (Council)

Schedule and conduct interviews: Proposed dates are January 28th and 29th at 6:00pm

Schedule a meeting to deliberate and select the next Town Manager

*Note: Suspend the Rules to make a motion to accept procedures

Action Needed From Council: Hold a discussion and possibly vote on a procedure for hiring

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 2026 MO: 1 ITEM # 25a

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Town Manager/Town Council

Department #: 0100

Request:**Executive Session (0100)**

Retire into Executive Session Pursuant to Title 1 MRSA Section 405 (6) (E) Discussion with Town Attorney regarding the Councils legal rights and duties.

Action Needed From Council: Retire into executive session

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 2020 MO: 1 ITEM # 256

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Town Council

Department #:

Request:**Reset of Town Council Leadership** (Councilor Ireland)**Proposed Motion:** Reset of Town Council Leadership

Whereas the Lincoln Town Charter and the Town Council Rules and Procedures do not establish a fixed term of service for the offices of Town Council Chair or Town Council Vice Chair; and

Whereas the Town Council retains continuing authority to organize its internal leadership in a manner that best serves effective governance and the public interest.

Now therefore, **move** that the Lincoln Town Council, pursuant to its authority under the Town Charter and the Town Council Rules and Procedures, hereby declares its intent to reset Council leadership in order to restore effective governance, reinforce proper council–staff boundaries, and reaffirm the Council's commitment to transparency, accountability, and respectful public service.

Further **move** that the Council remove the current Chair and Vice Chair from their leadership positions, effective immediately upon adoption of this motion.

Further **move** that the Council proceed to elect a new Chair and Vice Chair from among its members at this meeting, in accordance with the Town Charter and Town Council Rules and Procedures.

Action Needed From Council: Approve motion

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

YR: 20 MO: 1 ITEM # 26

*** Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.**

Request:

Executive Session (0510)

Retire into Executive Session Pursuant to Title 1 MRSA Section 405 (6) (C) Acquisition of real property.

Action Needed From Council: Retire into executive session

Is This Item Budgeted:	
Was This A Bid Process:	Lowest Bid:
Is Public Hearing Required:	
If So What Dates:	

TOWN COUNCIL

YR: 20 MO: 1 ITEM # 27

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: January 12, 2026

Today's Date: January 7, 2026

Department: Council

Department #:

Executive Session (0100)

Retire into Executive Session Pursuant to Title 1 MRSA Section 405 (6) (A) Review Town Manager Candidates.

Action Needed From Council: Retire into executive session

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

Month of December 2025

Tax Year	FY Total Abatelements	FY Total Supplemental Bills	Total Commitment	Monthly Revenue	Balance	Percent Collected	Percent Collected Last Year
FY22/OLDER	\$ 184.33			\$ -	\$ 25,412.85		
FY23	\$ 101.20		\$ 9,211,729.23	\$ 2,366.69	\$ 30,497.49		
FY24			\$ 10,704,302.46	\$ 1,932.98	\$ 121,310.24		
FY25			\$ 11,614,025.40	\$ 20,258.47	\$ 250,966.58	97.84%	97.47
FY26		\$ 6,178.20	\$ 12,628,010.24	\$ 274,532.20	\$ 6,396,230.40	49.35%	49.99
FY27				\$ 310.90	\$ (1,813.33)		
Total	\$ 285.53	\$ 6,178.20					
TOTAL MONTHLY REVENUE				\$ 299,401.24			

COMMENTS:

This month there were 330 tax receipts processed in our office.

Respectfully Submitted,
Tracie L. York, Tax Collector

Excise Collection		% Collected	Last Year	% Col Last Year
	Motor Vehicle	\$ 92,608.53	\$ 67,320.50	
	Boat		\$ 48.60	
	Aircraft	-	\$ -	
Total this month		\$ 92,608.53		Est FY 25 \$ 1,000,000
FY 2026 Excise Total		\$ 607,662.27	\$ 67,369.10	6.73%